

# Personnel File Review

Review Period: Jan - March 2010

**Southeast Service Area**

Total Number of Reviews:

**30**

Contractor: Cedars

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	30	30	100.00%
2 Out of State	1	5	20.00%
3 In State	29	30	96.67%
4 Local	29	30	96.67%
5 Internet Search	30	30	100.00%
6 Ongoing Background Checks	6	6	100.00%
7 Exceptions	1	2	50.00%
8 Record Maintenance	27	30	90.00%
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	28	30	93.33%
10 Auto/Medical Insurance	30	30	100.00%
11 Points Assessed	29	30	96.67%
12 Limitations	28	28	100.00%
13 Defensive Driving Course	30	30	100.00%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	30	30	100.00%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	1	1	100.00%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	30	30	100.00%
17 Education - Home Study Staff	NA	NA	NA
18 Education - Service Coordinator	30	30	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	28	30	93.33%
20 ALL STAFF - Ongoing Training	14	14	100.00%
21 MULTI ETHNIC PLACEMENT	13	30	43.33%
22 ICWA	20	30	66.67%
23 CFS Pre Service Training	28	30	93.33%
24 Ongoing Training - SC/Sup	11	11	100.00%